



Food Safety Program 151 S. University Ave., Ste. 2600, Provo, UT 84601 801-851-7525 fax 801-851-7521 www.utahcountyhealth.org

## **WHEN IS A TEMPORARY FOOD ESTABLISHMENT PERMIT REQUIRED?**

A Temporary Food Establishment is an establishment that operates at a fixed location for not more than 14 consecutive days in conjunction with a single event. Individuals or groups planning to serve or sample unpackaged food at an event that is open to the public must obtain a Temporary Food Establishment Permit. A Temporary Food Establishment Permit application must be submitted for each booth serving food at an event. The permit must be posted at each booth, in view of the public. If the public is invited to an event by use of flyers, banners, newspaper articles, internet websites, or by other means, it is considered a public event. Church dinners or other events that are for members and their guests only, and are not advertised, are not considered to be a public event.

## **HOW DO I GET A PERMIT?**

**Complete all information on the Application For Temporary Food Permit.**

- Business and Owner Names, including address information: Include contact information of a *Person in Charge* who can answer detailed questions concerning the manner in which the food items listed on the application will be prepared, protected and served to the consumer.
- The Name of the Event and Physical Location: Please provide a complete street and city address. Include the date and times for each day of booth operation. *The name of the event coordinator and contact phone number is required.*
- Booth Set Up and Sanitary Procedures: Answer these questions regarding the physical details of your booth, contamination prevention, and hand- and dish-washing equipment.
- Menu Items: List menu items, where food will be purchased and methods of preparation, cooking, holding, and handling.
- Conditions of the permit and signature: Sign and date the application after reviewing.

**Submit the completed application in person to Environmental Health at:**

**151 S University Avenue, Suite 2600, Provo, UT or 599 S 500 E, American Fork, UT**

A **late fee of \$25** will be assessed for applications received less than 2 days before the event. A permit will not be approved until menu items and procedures are reviewed by our office.

If you reside outside of Utah County you may mail or fax (801-851-7521 or 801-851-7338) the application and an Environmental Health Scientist will contact you by phone to review the permit. Permit fees can then be paid by credit card. An **additional \$10 fee** will be charged for this service. Permits will be mailed by standard US Postal Service. If there is not sufficient time to receive the permit via mail, you must pick up your permit at the Health Department ***before*** the event. ***Health Department inspectors will not deliver your permit to you at the event.*** Please plan ahead to assure that you have your permit on location when you begin food service. *There is a penalty fee of \$100 plus the permit fee for opening/operating without a permit.* Any changes or addition to a previously approved permit must be approved by our office prior to the event.

**Permit fees are determined by types of foods served and length of event(s).**

- **Low Risk Permit:** All menu items are non-potentially hazardous and will be prepared on site. (i.e. cotton candy, popcorn, snow cones)
- **Medium Risk Permit:** Menu item(s) that is (are) potentially hazardous and will be prepared on site. (i.e. hamburgers, grilled meats, cooked rice)
- **High Risk Permit:** Menu item(s) that is(are) cooked and cooled, or are cooked and cooled to be reheated at the event must be prepared in an approved kitchen. (i.e. non-commercially packaged chili, meats, soups, mixed salads)

<b>Fee Schedule:</b>		<b><u>Low Risk</u></b>	<b><u>Medium Risk</u></b>	<b><u>High Risk</u></b>
1 - 6	Consecutive Days	\$ 50	\$ 75	\$100
7 - 14	Consecutive Days	\$ 75	\$150	\$200
Multiple Events*		\$100/year	\$200/year	\$400/year
Sampling (Ag Permitted)**		\$ 25/year	NA	NA

**\*Multiple Events:** Permits one booth for all Utah County Events for one calendar year. Menu items must remain the same as those listed on the application.

**\*\*Sampling (Low Risk Food Only):** Food produced under a Dept. of Agriculture Permit or Exempt Status Produce.

To serve food at a Farmers Market, an *Application for Extended Temporary Event Permit* is required and different fees apply.

Non-profit or charitable fundraising events that serve only baked goods and/or low risk foods can be permitted by submitting an *Application For Bake Sale or Fund Raiser* and paying the appropriate fee.